

**Office of Statewide Health Planning and Development
Facilities Development Division
Program, Policy and Operations Support Section
Administrative Services Unit**

**Duty Statement
for
VACANT**

PROPOSED

Position Number: 441-445-5157-706

Title/Class: Staff Services Analyst

SECTION A

General Description: Under the general direction of the Staff Services Manager I, the incumbent serves as one of the Division's Personnel Liaisons.

Supervision Received: Reports directly to the Staff Services Manager I.

Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions: Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Division work areas and occasional travel to the Division's Los Angeles Office and various locations throughout the State.

SECTION B

Essential Functions:

- 55%** Act as a Personnel Liaison for the Division, responsible for analysis and coordination of all Division personnel action requests. Full responsibility for complex personnel proposals including, but not limited to, preparing justifications for filling vacancies, reclassifying positions, proposing new positions, and making hires above the minimum salary rate. Review and evaluate hiring packages, prepare for signature, and recommend packages be approved or disapproved. Coordinate efforts with the Personnel Analyst to monitor progress and status of paperwork.
- 15%** Provide consultation and training to management and support staff regarding the civil service process. Provide direction and clarification to Division management, supervisors, and program staff regarding rules, regulations, and department policies related to personnel management. Assist with employee problems and sensitive issues to avert possible complaints. As delegated by the Staff Services Manager I, independently compile interview panels, conduct hiring interviews, check references and personnel files, and make hiring recommendations to management.
- 10%** Maintain tracking documents for all personnel transactions. Maintain records for all allocated, blanket, and retired annuitant positions. Create and maintain duty statements and organization charts. Maintain necessary files as required by statute and/or policy.
- 10%** Assist the Examination Analyst with setting priorities for Division examination scheduling and compiling examination panels. Evaluate yearly examination needs for the division, taking into consideration anticipated hires, and make recommendations to management. Prepare fiscal

examination requests and submit to the Examination Analyst for scheduling. Serve as Chair or State Service Representative as needed for various examinations.

5% Serve as backup to other analysts within the Unit as required.

SECTION C

Other Functions:

5% Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the Unit; act as lead to the Student Assistants; and serve on various Department and Division committees as assigned.

SECTION D

Other Expectations:

- A. Demonstrates a commitment to performing duties in a service-oriented manner. Establishes and maintains effective, cooperative relationships with those contacted in the course of work. Communicates well with others and handles sensitive issues with tact and diplomacy.
- B. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- C. Maintains good work habits, follows established policies, procedures and interpretations. Successfully completes work assignments and meets deadlines as required.
- D. Demonstrates a commitment to the Office's and Division's mission, vision and goals.
- E. Maintains a current, comprehensive working knowledge of State business practices. Demonstrates a commitment to self improvement and expertise
- F. Follows good safety practices at all times. Is alert in the office and at various work sites, always aware of and avoiding potentially dangerous or harmful environments/conditions. When driving on state business, operates vehicle in a safe and courteous manner in accordance with the mandatory defensive driver training provided by the State of California.
- G. Displays good judgment in job-related activities and decisions and consults with staff as necessary to make sound decisions.
- H. Demonstrates a commitment to performing work in a confidential manner, when appropriate.
- I. Shows initiative in making work improvements, identifying and correcting errors, and initiates work activities.

I have reviewed and understand the duties of the position.

Employee Signature

Date

The employee was provided a discussion of the duties of the position.

Supervisor Signature

Date